



Administrative assistant - office (Travlink Employment Consulting & Travel Ltd.)

Posted by: Travlink Employment Consulting & Travel Ltd.

Location: Vancouver

Salary: \$28.85 Per Hour

Job Details

Job ID

NCJ3118771

Posting Date : 15-Apr-2026

Expiry Date : 12-Oct-2026

Education : Secondary (high) school graduation certificate or equivalent experience

Language : English

Vacancies : 1

Years of Experience : 2 years

Job Type : Full Time

Job Description

Travlink Employment Consulting & Travel Ltd. is seeking a detail-oriented and organized **Administrative Assistant – Office** to support daily operations in our Vancouver office. The successful candidate will play a key role in ensuring efficient administrative support and smooth office workflow.

Job Details:

Languages

English

Education

Secondary (high) school graduation certificate
or equivalent experience

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Consulting firm

Responsibilities

Tasks

Record and prepare minutes of meetings, seminars and conferences
Determine and establish office procedures and routines
Schedule and confirm appointments
Answer telephone and relay telephone calls and messages
Compile data, statistics and other information
Order office supplies and maintain inventory
Arrange travel, related itineraries and make reservations
Greet people and direct them to contacts or service areas
Set up and maintain manual and computerized information filing systems
Provide customer service
Recruit and hire workers and carry out related staffing actions
Perform basic bookkeeping tasks
Organize conferences and meetings
Prepare and key in correspondence and legal documents
Open and distribute regular and electronic incoming mail and other material

Additional information

Work conditions and physical capabilities

- Ability to work independently
- Tight deadlines
- Attention to detail
- Repetitive tasks
- Large workload
- Work with minimal supervision

Personal suitability

- Ability to multitask
- Excellent oral communication
- Excellent written communication
- Flexibility
- Judgement
- Organized
- Team player
- Accurate
- Client focus
- Reliability
- Time management
- Adaptability
- Accountability
- Dependability
- Due diligence
- Quick learner

Benefits

Health benefits

- Paramedical services coverage

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: resume@travlinkvisas.com

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